

OTHER CODES

REPRESENTATIONAL HOURS

- BA - Negotiations
- BD - Labor/Management Relationship
- BK - Grievance And Appeals

BB - Midterm Negotiations (New)

Official time allotted employees for union and other representational functions and will be reported in the (ENV/HZ/OTH) field as an exception through timecard Format 1 and the SDA. These hours will be returned to personnel via the reverse interface.

FAMILY MEDICAL LEAVE CODES:

- DA - Birth of son/daughter or care of newborn
- DB - Adoption or foster care
- DC - Care for spouse, son, daughter, or parent with a serious health condition
- DD - Serious health condition of employee

Family medical leave codes will be reported with the applicable leave codes (LS, LA, LB, LG, KA, LQ, LR, CT, and CN). These codes, DA, DB, DC, DD, DE, DF will be reported in the ENV/HAZ/OTH field as an exception through timecard Format 1 and the SDA.

FAMILY FRIENDLY LEAVE CODES:

- DE - FFL Family Care/Bereavement – Sick Leave taken to 1) provide care for a family member, 2) make arrangements necessitated by the death of a family member or attend the funeral of a family member
- DF - Sick Leave for Adoption Purposes – Sick Leave taken for purposes relating to the adoption of a child

Family friendly leave codes will be reported with the applicable leave codes (LS and LG). The codes DE and DF will be reported in the ENV/HAZ/OTH field as an exception through timecard Format 1 and the SDA.

TELEWORK HOURS

- TW - Telework Regular – where an approved work schedule for eligible employees regularly work at least one day per biweekly pay period at an alternative worksite (as defined for DOD).
- TS - Ad hoc/Situational – approved telework performed on an occasional, one-time, or irregular basis. (Telework of less than one day per pay period is considered ad hoc).
- TM - Telework Medical – telework that has been approved for a particular employee as deemed necessary by the command for medical reasons.

Telework time will be reported in the (ENV/HAZ/OTH) field as an exception through Timecard Format 1 screen or the SDA.

TYPE HOUR CODES EXPANDED REFERENCE

PAY TYPE HOURS

- RD - Recess Day. This code is used to pay teachers during the Summer Recess period if they have chosen the 12 month payment option. It will system generate while Supplemental Status is "E". Online entry is permitted for other eligible employees.
- RF - Straight time pay for ungraded employees who work first shift.
- RG - Straight time pay for graded employees regardless of scheduled hours worked.
- RH - Penalty Pay ½ Time – This is an additional amount paid used by DOE to compensate employees notified of schedule or shift changes less than a specified length of time in advance of the report time of the new schedule or shift. This is paid as an additional ½ of the straight time rate.
- RJ - Penalty Pay 1 Time – This is an additional amount paid by DOE to compensate employees notified of schedule or shift changes less than a specified length of time in advance of the report time of the new schedule or shift. This is paid as an additional 100% of the straight time rate.
- RK - Penalty Pay 1 ½ Time – This is an additional amount paid by DOE to compensate employees notified of schedule or shift changes less than a specified length of time in advance of the report time of the new schedule or shift. This is paid as an additional 1 ½ of the straight time rate. RN - Firefighter Paid Not Worked. This code is used to report firefighter regular hours paid but not worked, identifying hours the firefighter did not work due to agency sanctioned training. Per Title 5, Chapter 55, employee is entitled to receive regular pay for hours during agency sanctioned training.
- RS - Straight time plus 7.5% Shift pay for ungraded employees who work second shift.
- RT - Straight time plus 10% shift pay for ungraded employees who work third shift.
- RW - Firefighter Agency Training. This code is used to report hours for a firefighter attending agency sanctioned training.
- RX - Regular - Emergency Time. May be input for employee when situation precludes receipt of actual T&A. May be input to local holiday table for all of a payroll office, an Activity, or an organization.
- OA - Additional FLSA Hours. This code is used when the hours are considered "hours of work" under FLSA only. This includes time spent traveling during regular hours of work on a nonwork day; law enforcement officers' lunch periods; the eight hours set aside for eating and sleeping for firefighters who work additional shift where the 2/3 Rule is applicable (the other 16 hours payable are reported as OX or OU.)

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

- OB** - On Call - This is a premium pay for employees who are considered "on call." It is paid for hours outside of the regular schedule when the employee is on call and available to come back to work if needed. This is valid for all employees except those who have a Title 38 indicator equal to "K" or "L" and occ series of 0602 or 0680. This eliminates Title 38 doctors and dentists who have the "ZN" entitlement in lieu of this premium pay. All other employees are eligible.
- OC** - Callback Overtime. Additional hours of work not scheduled in advance, as defined in FPM 610, on a day when work was not scheduled. This code is also used to report additional hours of work for an employee required to return to his place of work. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. The system will determine which shift is payable to ungraded employees who work overtime callback.
- OD** - Sunday Overtime - This is a code used by Title 38 employees (Title 38 indicator equal to "K" or "L"). It is used for Overtime that is worked on a Sunday. It is also valid on Saturday if the Saturday time continues into Sunday.
- OE** - Overtime Night - These hours are worked by DOE only. They are overtime hours worked between 2100 to 0800 and are paid at 2 times the Basic Rate of Pay on any day.
- OF** - Double Overtime - (Title 42) - This code is used by Health and Human Services to pay double overtime to certain employees covered by Title 42.
- OH** - Holiday Overtime - This is a code used by Title 38 employees (Title 38 indicator equal to "K" or "L"). It is used for Overtime that is worked on a Holiday.
- ON** - Overtime Scheduled But Not Worked. This entitlement exists when an employee was unable to work scheduled overtime because of military leave, court leave, traumatic injury leave, or on date of death.
- OS** - Scheduled Overtime. Additional work hours scheduled in advance, as defined in FPM 610. Graded employees' night differential, when appropriate, is payable on scheduled overtime. Ungraded employees' shift differential entitlement is determined and set by the system. If the overtime was worked on a regularly scheduled workday, the shift code is used to determine the overtime rate. If the overtime was worked on a non workday, the shift code from the previous workday is used to compute the overtime rate.
- OU** - Unscheduled overtime - Additional hours of work not scheduled in advance, as defined in FPM 610. This code is also used to report law enforcement officers' additional hours worked for which an annual premium is paid for administratively uncontrollable hours. Night Differential for graded employees is not payable on unscheduled overtime. Shift differential entitlement for ungraded employees is determined and set by the system.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

OW - Saturday Overtime – This is a code used by Title 38 employees (Title 38 indicator equal to "K" or L"). It is used for Overtime that is worked on a Saturday. These employees receive additional pay for working on a Saturday. It is also valid on Friday if the Friday time continues into Saturday.

OX - Unscheduled Overtime Exception. This code can be used on a nonscheduled workday. This code is also used to report overtime for employees on an intermittent work schedule.

NOTE: National Guard technicians (employee type code V) graded or ungraded are not entitled to overtime. All overtime codes will reject for these employees.

SG - Sunday pay for full-time graded employees when Sunday is a regularly scheduled workday during the administrative workweek. T&A will edit to ensure that Sunday Premium is payable to this employee. Title 38 part time and Intermittent employees are eligible for SG.

SF - Sunday pay for full-time ungraded first shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.

SS - Sunday pay, including shift differential, for full-time ungraded second shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.

ST - Sunday pay, including shift differential, for full-time ungraded third shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.

SW - Saturday Pay – This is a code used by Title 38 employees (Title 38 indicator equal to "K" or "L"). It is used for regular time that is worked on a Saturday. These employees receive additional pay for working on a Saturday. It is also valid on Friday if the Friday time continues into Saturday.

NOTE: Sunday Premium is not payable on any L* codes.

HC - Holiday work callback during regularly scheduled work hours. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. The system will default to the shift code assigned unless a temporary shift override is input.

HE - Double Holiday Pay - This is for DOE employees when work is performed between 1630 and 0800.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

- HG - Holiday pay for graded employees who work on the holiday.
- HF - Holiday pay for ungraded first shift employees who work on the holiday.
- HS - Holiday pay plus shift differential for ungraded second shift employees who work on the holiday.
- HT - Holiday pay plus shift differential for ungraded third shift employees who work on the holiday.

NOTE: If an employee is scheduled to work on a Sunday, which is also the employee's holiday, the holiday pay type code (H) is input in lieu of the Sunday pay type code (S). The system will pay both the Sunday and the holiday.

LEAVE HOURS - PAID

- LA - Annual Leave. This code can also be used to advance annual leave, if the distribution has a blanket leave authorized, a "3" is set in the blanket leave advance indicator of the organization record or if an employee has a preauthorized advance leave amount, a "2" is set in the blanket leave advance indicator. This code when used with an injury number will be counted as one (1) day of COP. **NOTE:** For employees on donated leave for "family emergency", this code must be input and the system will convert to donated.
- LB - Advanced Annual Leave. This code is used if an Activity has approved advanced annual leave coming in on the timecard. A "1" is set in the blanket leave advance indicator of the organization record.
- LC - Court Leave.
- LE - Holiday On Call - The new code 'LE' will be for holiday on call. This is for when an employee is away from work on the holiday (it is used as a replacement for holiday leave LH), but is on call. This is valid for all employees except those with a Title 38 indicator equal to 'K' or 'L' and occ series is 0602 or 0680. This eliminates title 38 doctors and dentists who have the 'ZN' entitlement in lieu of this premium pay. All other employees are eligible.
- LF - Forced annual leave. The usage of this code is the same as for regular annual leave (code la). This code gives management the option of distinguishing between annual leave directed to be taken and annual leave used at the request of the employee.
- LG - Advanced Sick/Educator Leave - Not allowed for EMP-TYP-CD=A

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

- LH** - Holiday Leave - Employees with AWS codes 0, 1, 2, 6, and 8 (fixed tours) will have holiday leave set in their scheduled tour if the holiday occurs on a regularly scheduled workday (except firefighters AWS-0). If the holiday occurs on a non-scheduled workday, the holiday leave code must be entered on the designated "in lieu of" holiday.

Firefighters are not eligible for holidays. Fire chiefs/inspectors may be entitled to holiday leave, but the system will not generate nor display the "LH" for that day. If a Fire Chief/Inspector should be paid for a Holiday absence, code "LH" must be entered as an exception. No fire protection personnel (Employee type code F or X) will be allowed to enter a Holiday Worked code HG or HC.

For employees with AWS codes 3, 4, 5, and 7, D, or E (non fixed tours), the holiday leave code must be entered as an exception to the normal work schedule for the total hours, not to exceed 8 hours.

The number of holiday leave or holiday worked hours for AWS code 6 and 8 cannot exceed the scheduled hours for that day.

Part time employees do not get In Lieu of Holidays.

- LI** - DC Guard - military leave. For members of the national guard of the District of Columbia for all days of parade or encampment. These reported hours will be included on the P6603R01 report until certified orders and funds are received and cleared by the leave certification program.
- LJ** - Shore Leave.
- LK** - Home Leave.
- LL** - Law Enforcement Leave - This is a special category of military leave for the purpose of aiding in law enforcement in such situations as riots. The statutory limit for such leave is 22 workdays in a calendar year.

Gross Military pay received for the period of law enforcement leave must be offset against the civilian pay entitlements.

- LM** - Military Leave - An employee may use up to 15 days or equivalent hours of military leave in a fiscal year plus the remaining days from the prior fiscal year not to exceed 30 days or equivalent hours in a fiscal year. Each date this code is reported will remain on the P6603R01 report until a certified copy of the orders are received and leave is cleared by the leave certification program.
- LN** - Administrative Leave.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

- LP** - Restored Annual leave Account #3. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave accounts #1 and #2 are insufficient, the system will default to this code. At the end of the leave year any remaining balance will be moved to leave code LQ.
- LQ** - Restored Annual Leave Account #2. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave account #1 is insufficient, the system will default to this code. At the end of the leave year, any remaining balance will be moved to leave code LR.
- LR** - Restored Annual Leave Account #1. This is the oldest account in the employee's leave record and is the account that will be defaulted to when the annual leave balance is insufficient to cover annual leave reported via time and attendance. At the end of the leave year of forfeiture, any balance remaining in this account will be forfeited and cannot be restored again.
- LS** - Sick Leave. This code can also be used to advance sick leave if employee has preauthorized amount set in master employee record and no sick leave is available. This code when used with an injury number will be counted as one (1) day of COP. **NOTE:** * For employees on donated leave for "self emergency" this code must be input and the system will convert to donated. Not allowed for EMP-TYP-CD=A.
- LT** - Absence because of a traumatic injury covered under the provisions of Continuation of Pay (COP). Requires injury number. Do not use on date of injury. (SEE LU) Post-treaty non-U.S. citizens (EMPLOYEE TYPE CODE=J) in Panama are ineligible to report this code. These employees will use "KF" to report non-work due to injury.
- LU** - Date Of Injury. Hours of nonwork due to traumatic injury, chargeable to administrative leave. Do not use after date of injury. (SEE LT) Do not use injury number. May be reported without hours if applicable.
- LV** - Excused absence on a regularly scheduled workday such as excused absence due to tardiness. Employee may be excused for tardiness under Title 5, but the period excused is not includable under FLSA. This code is to be used for employees who are on organ donor or bone marrow leave.
- LW** - Educators' nonwork day during the school year. School breaks such as Christmas AND Thanksgiving when they are not working but receive prorated pay.
- LX** - Periods of nonwork which are payable under Title 5 such as date of death, or sabbatical. If employee status code equals "V" for sabbatical leave, T&A will generate this code. If generated, this code may not be overridden.
- LY** - Time off award (leave) given in lieu of cash award. (Up to scheduled hours biweekly per year - on regular employee would be 80 hrs)

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

- L2 - Court Leave Sunday - This is a code used by Title 38 employees (Title 38 indicator is equal to 'K' or 'L'). It is used for court leave (like regular court leave) that is on a Sunday.
- L3 - Military Leave Saturday - This is a code used by Title 38 employees (Title 38 indicator is equal to 'K' or 'L'). It is used for military leave (like regular military leave) that is on a Saturday.
- L4 - Military Leave Sunday - This is a code used by Title 38 employees (Title 38 indicator is equal to 'K' or 'L'). It is used for military leave (like regular military leave) that is on a Sunday.
- L5 - Court Leave Saturday - This is a code used by Title 38 employees (Title 38 indicator is equal to 'K' or 'L'). It is used for court leave (like regular court leave) that is on a Saturday.

LEAVE HOURS - NONPAID

- KA - Leave Without Pay. If the employee status code equals "K" or "L" for extended LWOP, T&A will generate this code. If generated for "L", this code may not be overridden. If generated for "K", this code can be overridden.
- KB - Suspension. If the employee code equals "B" for suspension, T&A will generate this code. If generated, this may not be overridden, unless the employee has been changed to Employee Status Code "P" or "X".
- KC - AWOL - This code is used for unauthorized absences.
- KD - OWCP. Employee is in a nonpay status due to receiving compensation from the office of worker's compensation programs. If employee status code equals "W" for extended OWCP, T&A will generate this code. If generated, this code may not be overridden, unless the employee has been changed to Employee Status Code "P" or "X". Leave is accrued/prorated in accordance with the FPM. These nonpay hours are not included in the nonpay hours used for leave accrual reduction or counted in hours of nonpay for within grade increases. Not allowed for post treaty non-U.S. citizens in Panama - EMP-TYP-CD=J.
- KE - Furlough - Lack Of Work. If employee status code equals "F" for furlough, T&A will generate this code. If generated, this code may not be overridden, unless the employee has been changed to Employee Status Code "P" or "X".
- KF - Nonduty hours during regularly scheduled work hours. This code will be removed from the system, per DFAS headquarters.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

- KG** - Military Furlough. If employee status code equals "M" for military furlough, T&A will generate this code. If generated, this code may not be overridden, unless the employee has been changed to Employee Status Code "P" or "X". These nonpay hours are not included in the nonpay hours used for leave accrual reduction or counted in hours of nonpay used for within grade increases.
- KM** - Missing Time – HHS – This code will be generated for HHS employees if no T&A is received by first pass. It can be overridden.

COMPENSATORY HOURS

- CA** - Religious Compensatory Time Taken. This code will reduce any available earned religious time balance. If no balance of earned hours is available, up to 40 hours will be advanced.
- CC** - Compensatory Time Callback - Input the actual time worked. If less than the 2 hour minimum, the system will calculate the difference between actual time and 2 hours for pay purposes as applicable and will record 2 hours to the compensatory time balance.
- CD** - Credit Hours Earned. Employee must have an alternate work schedule of 1 – 5, 'D&E' and be approved at Activity level. Maximum of 24 hours upon activity approval. These hours are in excess of the basic work requirement but within the biweekly tour of duty. Any separation payment will be at straight time.
- CE** - Compensatory Time Earned. This is the actual number of hours worked as irregular or occasional overtime that are entered in the employee's compensatory earned account to be used at a later time as compensatory time off.
- CH** - Holiday Comp Time – This is a code used by Title 38 Employees (Title 38 indicator equal to 'K' or 'L'). It is used for Comp Time that is worked on a Holiday.
- CN** - Credit Hours Used - This code will reduce any available credit hours earned balance by the used amount.
- CR** - Religious Compensatory Time Earned. This is time worked at the request of the employee to offset time off for religious reasons. If the religious comp balance is a credit amount, the time worked will reduce that credit. If the employee separates with an unused balance, the balance is paid as part of lump sum at the straight time rate.
- CS** - Sunday Comp Time – This is a code used by Title 38 Employees (Title 38 indicator equal to 'K' or 'L'). It is used for Comp time that is worked on a Sunday. It is also valid on Saturday if the Saturday time continues into Sunday.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

CT - Compensatory Time Taken - This is compensatory time off in lieu of payment for an equal number of hours worked.

CW - Saturday Comp Time - This is a code used by Title 38 Employees (Title 38 indicator equal to 'K' or 'L'). It is used for Comp Time that is worked on a Saturday. These employees receive additional pay for working on Saturday. It is also valid on Friday if the Friday time continues into Saturday.

NOTE: The brief definitions below are for full-time employees. See FPM 610 for a complete description for both full-time and part-time employees.

AWS CODES- Expanded Definitions

CODES DEFINITIONS

- 0 Not on AWS – Employee may have a standard schedule which consists of 8-hour days, 40-hours a week and 80-hours biweekly or an Uncommon Tour of Duty schedule which consists of hours equal to or greater than 90 hours biweekly. These schedules are not considered Compressed, Variable, or Flex schedules within the definition of Alternate Work Schedules. All Uncommon Tour of Duty schedules must be approved by DFAS/HQ prior to being added as valid in DCPS. The 'Uncommon Tour of Duty Schedule Table' contains all schedules currently valid in DCPS.
- 1 Flexitour - A flexible schedule which consists of five 8-hour days, 40 hours each week, and 80 hours biweekly. A fixed arrival time is established for each employee. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt.
- 2 Gliding Schedule - The employee has a basic workweek requirement of five 8-hour days, 40 hours each week, and 80 hours biweekly. The employee may vary arrival and departure times without notification. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt.
- 3 Variable Schedule - The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The employee may vary arrival and departure times and length of the workday without notification. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt. Employees on this schedule must meet the biweekly requirement for regular hours before getting overtime or comptime (on a day without regular hours). Leave will convert the hours to fulfill the tour. Days which have regular hours input will not convert comptime to regular hours. If an employee is on a non fixed schedule and the employee separates mid pay period, T&A cannot be certified. If the employee's status code indicates that T&A will be generated, note that this is for fixed tour only. Employees on non-fixed tours must have T&A input manually, or have their schedules changed to a fixed tour, in order for DCPS to generate T&A based on employee status code.
- 4 Variable Week Schedule - The employee has a basic work requirement of 80 hours biweekly. The employee may vary arrival and departure times, and length of workday and workweek without notification. Credit hours are authorized for this schedule. Hours in a week will be assumed by the system to have been at the employees request and should be reported as credit hours. FLSA will be computed on a biweekly basis.

EMPLOYEE ID | BLK/GRP | ACT | ORG | EMPLOYEE NAME | PLT ROT | PERIOD ENDING | SEQ NO |
198-76-5432 | 2401 | HOUVAA | 36 | JIMMY CLARK | | 03-22-03 | |
STD JON | TAAA MK111GN | HRS WORK | 0800 - 1630 | TDC |

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CHAPTER 2

TIME AND ATTENDANCE0201 INTRODUCTION

020101. Objective. The payroll functional objective for time and attendance is to ensure that the attendance (i.e., presence or absence) of employees is accurately recorded and reported in order to compute pay, leave, and allowances.

020102. Responsibilities

★ A. Employing Activity's Responsibilities. Supervisors shall ensure that:

1. Individuals recording and approving time and attendance have been properly trained.
2. The recording and approval of time and attendance are performed timely and accurately as required by responsible individuals.
3. All required supporting documentation is available for audit purposes.
4. Procedural guidance is clear and adequate to ensure that timekeeping and time and attendance certification are correctly performed.
5. Individuals recording and approving time and attendance make every effort to correct errors in the pay period to which the changes apply.
6. All corrections or adjustments are approved by the authorizing official and promptly reported to the civilian payroll office.

★ B. Approving Official's Responsibilities

1. When approving time and attendance reports, supervisors, other equivalent officials, or higher level managers are representing that, to the best of their knowledge, the actual work schedules recorded are true, correct, and accurate. Review and approval shall be made by the official, normally the immediate supervisor, most knowledgeable of the time worked and absence of the employees involved. The approving official may assign responsibility for observing daily attendance or accurately recording time and attendance data to a timekeeper or, in limited circumstances as addressed in paragraph 020404 of this chapter, the individual employee. Assignment of these duties does not relieve the approving official of the responsibility for timely and accurate reporting of the time and attendance to which he or she

approves, including that leave is approved and administered in accordance with applicable policies, regulations, instructions, and bargaining agreements. The supervisor shall inform the timekeeper when an employee is on any type of leave, or has worked any type of premium work.

2. Normally, timekeeping responsibilities shall be assigned to individuals who are aware of employees' attendance and absence each day.

3. Supervisors shall ensure that exceptions to the employee's normal tour of duty are recorded in a timely and accurate manner.

4. An alternate timekeeper shall be appointed to maintain time and attendance during the absence of the primary timekeeper.

C. Timekeeping Responsibilities

★ 1. Timekeeping is a critical function, which may be performed by the individual employee, timekeeper, supervisor, or a combination of these individuals. The timekeeping function requires the accurate and timely recording of time and attendance data and the maintenance of related documentation.

2. Timekeepers may be civilian or military personnel.

3. Individuals performing the timekeeping function are responsible for:

a. Timely and accurate recording of all exceptions to the employee's normal tour of duty.

★ b. Ensuring that employees have attested to the accuracy of their current pay period's time and attendance (including any exceptions such as use of leave) and any adjustments or corrections that are required after time and attendance is approved. These attestations shall be documented (in writing or electronically) including: a manually completed hard copy (e.g., a sign-in, sign-out sheet), a printout of an automated record (e.g., a time and attendance report) with the employee's signature (written or electronic), or initials affirming the correctness of the data, or an automated or electronic record retained on magnetic medium. If the employee is not available prior to the approval of the time and attendance, attestation shall be documented as soon thereafter as possible.

c. Ensuring that all entries for overtime and compensatory time earned have been approved, and totals are correct before certification.

0202 REQUIREMENTS

★ 020201. Daily Record of Time. For each civilian employee, a daily record of time in pay and nonpay status or piecework completed shall be maintained either by a designated timekeeper who takes no part in preparing the payroll or by electromechanical devices, unless

otherwise prohibited. When such devices are used, adequate supervisory surveillance shall be maintained to ensure proper and accurate time recording. Timekeepers responsible for time and attendance reports shall have positive knowledge as to the employee's presence and absence before marking the report.

020202. Time Period. The time period shown on time and attendance reports shall correspond to the length of a pay period. For example, if payment is made for a 2-week period, the time and attendance report shall cover a 2-week period.

020203. Charge of Annual Leave. Time and attendance data shall indicate clearly whether annual leave taken is to be charged against the employee's current leave account or to a separate leave account established for restored leave. Unless annual leave taken is identified to an employee's restored leave account, regular leave will be charged.

020204. Accounting for Time and Leave. The time and attendance data shall reflect a proper and accurate accounting of an employee's actual time and attendance and leave.

020205. Data Element Values. Minimum data element values to be included on time and attendance reports or supporting documentation for each employee are as follows:

- A. Employee name and SSN
- B. Pay period number or dates
- C. Number of hours worked by day and in total
- D. Number of hours of premium work, by type, to which employee is entitled
- E. Number of credit hours and compensatory time earned
- F. Number of leave hours (by type), credit hours and compensatory time used
- G. Dates leave is taken
- H. Any required supporting documentation for absences, e.g., court orders, Office of Personnel Management (OPM) Forms or military orders
- I. Handwritten signature or automated approval code of an authorizing official
- J. Such other information as may be required in support of operations.

020206. Work Schedules

A. Basic Work Requirement. The basic work requirement is defined as the number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave. Generally, a full-time employee's basic work requirement is 80 hours in a pay period. Those Department of Defense Education Activity (DoDEA) employees in pay plan "TP" (which includes educators, principals and assistant principals) are scheduled to work either full or half days. This includes educators employed in part-time and substitute positions. Attendance and absence must be recorded consistent with the status in which employed. If it is necessary to

convert time for teacher personnel to hours, then 8 hours will be used for a full day, with 4 hours used for a half-day. An approved work schedule shall be maintained showing the planned arrival and departure for each day to support the time and attendance report.

B. Alternative Work Schedules (AWS). Title 5, United States Code (U.S.C.), chapter 61, subchapter II (reference (b)) made the AWS program permanent in 1985. The program permits a variety of flexible and compressed work schedules.

1. Flexible Work Schedule. Under certain flexible schedules, DoD civilian employees may work longer or shorter hours, including credit hours on any given workday, without taking leave or being paid overtime, so long as their basic biweekly work requirements are met (5 U.S.C. 6123) (reference (b)). By electing to work hours in excess of their tour of duty, employees also may complete the biweekly basic work requirements in fewer than 10 workdays without being paid overtime or being charged leave for the nonworkdays. This provision does not apply to TP pay plan employees.

a. Material variances or deviations, as determined by the FWS plan, shall be approved by the supervisor before the change occurs, if feasible, or promptly after occurring, if not feasible. As part of their approval of the change, supervisors or designees shall verify that the dates and amounts of material changes have been recorded in the appropriate time and attendance record.

b. In the case of a full-time employee, an 80-hour biweekly work requirement allows an employee to determine his or her own schedule within the limits set by the employing activity. A part-time employee determines his or her own schedule for a biweekly work requirement of less than 80 hours. The following are variations of the flexible work schedule:

(1) Flextime is a flexible work schedule that splits the tour of duty into 2 distinct kinds of time—core hours and flexible hours. Under any flextime schedule, an employee must be at work or on approved absence during core hours and must account for the total number of hours he or she is scheduled to work.

(2) Flexitour is a work schedule in which an employee, once having selected starting and stopping times within the flexible hours, continues to adhere to these times. Further opportunities to select different starting and stopping times may be provided subsequently by the employing activity.

(3) Gliding schedule is a flexible work schedule in which an employee has a basic work requirement of 8 hours in each day and 40 hours in each week. Employees may select an arrival time each day and may change that arrival time daily as long as it is within the established flexible hours.

(4) Maxiflex is a flexible work schedule that contains core hours on fewer than 10 work days in the biweekly pay period and in which an employee has a basic work requirement of 80 hours for the biweekly pay period (or multiple thereof). The employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization.

2. Compressed Work Schedule

a. A compressed schedule is a fixed schedule which enables the full-time employee to complete the basic work requirements of 80 hours in fewer than 10 full workdays in each biweekly pay period by increasing the number of hours in the workday. There are no flexible times in a compressed schedule. Employees' times of arrival and departure from work are set, as are the days on which they are to complete the basic work requirement. For employees working under compressed schedules, overtime pay will continue to be paid for work outside the compressed schedule (5 U.S.C. 6121 and 6128) (reference (b)). The two most common compressed schedules are the 4-10 and the 5-4/9 schedules. On the 4-10 schedule, employees work 10 hours a day for 4 days each workweek. On the 5-4/9 schedule, employees work 9 hours a day for 8 days, 8 hours for 1 day, and get 1 day off each pay period. Compressed work schedules are determined either by management or through negotiations with exclusive employee representatives.

b. The recording of absences is treated in the same manner as for employees working a regular or alternative work schedule. Employees working a compressed work schedule, however, shall be charged leave in accordance with their basic work schedule.

C. For additional guidance, refer to the OPM Handbook on Alternative Work Schedules (reference (j)).

020207. Approval of Leave. Leave approval may be by handwritten or automated, signature. Leave approvals must be in accordance with paragraph 050105 of this volume.

020208. Overtime and Compensatory Time Earned Authorizations

A. An authorized official (preferably the official most knowledgeable of the time worked) shall approve any overtime, compensatory time, or holiday work. The approval, which shall be documented in writing or electronically, shall be retained in accordance with the provisions of section 0207, below.

B. Approval shall be granted before the hours are worked whenever feasible and, when not feasible, as soon as possible after the work has been performed.

C. In granting such approval, care must be taken to distinguish between regular overtime and irregular or occasional overtime in order properly to determine an employee's overtime entitlement.

D. Compensatory time earned may be granted for irregular and occasional overtime work only. It is not authorized for regularly scheduled overtime work.

020209. Continuation of Pay (COP)

A. An employee who sustains a disabling job-related traumatic injury is entitled to the continuation of regular pay for up to 45 calendar days. See section 0312 of this volume for additional information regarding COP.

B. Controls will be established to ensure that employees do not exceed the 45-day limit. COP time will be accounted for as follows:

1. Days are counted on a calendar basis. If an employee is charged COP on Friday and the disability continues through the weekend, then he or she is charged COP for Saturday and Sunday. Holidays, weekends, and regular days off following a COP day are counted as COP days. If 1 hour is used to see a physician and 7 hours are worked, then it still is counted as 1 COP day. The time and attendance source document will reflect the actual hours worked in order to give an accurate picture of employee's work record.

2. Unless the injury occurs before the beginning of the workday, time lost on the day of injury shall be charged to administrative leave. The period to be charged to COP begins with the first day or shift of disability or medical treatment following the date of injury, provided that the absence began within 45 days after the injury. COP shall be charged for weekends and holidays if the medical evidence shows the employee was disabled on the days in question. For example, if the physician indicates that disability will continue only through Saturday for an individual who has Saturday and Sunday off, COP will be charged only through Saturday.

3. If work stoppage occurs for only a portion of a day or shift other than the date of injury, a full day of COP will be counted against the 45-calendar day entitlement, even though the employee is not entitled to COP for the entire day or shift. For example, if an employee who has returned to work uses 3 hours in order to receive physical therapy for the effects of the

injury, he or she is entitled only to 3 hours of COP even though 1 full calendar day will be charged against the 45-day limit. If an employee is absent for all or part of the remaining workday, the time loss shall be covered by leave, leave without pay (LWOP), absence without leave (AWOL), etc., as appropriate, since absence beyond the time needed to obtain the physical therapy shall not be charged to COP.

1. If the employee only partially is disabled following the injury, and continues to work several hours each workday, each day or partial day of absence from work is chargeable as a full day of COP against the 45-day period.

2. Absences charged to COP and disapproved later by the Department of Labor require conversion to sick or annual leave. If sick or annual leave is not available, COP will be converted to LWOP and reimbursements to the government must be for gross earnings paid while in a COP status. Refer to section 0803 of this volume for due process procedures. This collection includes payments made on behalf of the employee and adjustments to the deposit fund accounts by the civilian payroll office.

3. A physician, as necessary, shall certify the time that the employee takes off due to the injury.

A. Injured employees are permitted to return to duty to perform lighter jobs or a modification of their own job. When an injured employee returns to duty in an official light-duty status within the first 45 days of disability following an injury, each day or portion of a day in light-duty status will be counted as one day of COP. This also includes any day or portion of a day worked while under injury-related work restrictions imposed by a physician.

020210. Temporary Duty (TDY)

A. When an employee is on TDY, the hours worked and hours of leave shall be recorded on the time and attendance document. All time actually spent away from the permanent duty station during the basic workweek shall be recorded at the employee's permanent duty station as time worked or leave taken. The travel order shall support entries on the time and attendance document for regular time.

B. When an employee is on extended TDY (official government-directed travel of 3 weeks or more in duration), the supervisor may require the employee to submit time and attendance data. Overnight mail, electronic mail, facsimile machine, or other acceptable means of communication may be used.

0203 TIME AND ATTENDANCE RECORDING

020301. Requirements. Scheduled starting and ending times of the day for each employee or for groups of employees shall be established and recorded. The day that an employee's shift begins is designated as the day of work for night and shift differential purposes. These requirements shall be modified for AWS (see subparagraph 020206.B. of this chapter).

020302. Certification of Absences. Employees either shall initial or sign for indicated absences or submit an approved application for leave. A supervisor may require a medical certificate or other evidence of illness from an employee when granting sick leave. Such certification will be retained by the employing activity in accordance with section 0207 of this chapter.

020303. Verification of Leave Charges. Employees shall confirm officially each leave charge, except for administrative leave, AWOL charges, suspension or holiday absences.

★ 020304. Leave Charges. All leave types are charged to the employee either by whole days, whole hours, or fractions thereof.

020305. DoDEA Educator Absences. Absences of DoDEA educators in the TP pay plan shall be recorded in full or half days. When an educator is required to work during any portion of a half-day increment, his or her time shall be recorded in a duty status for the entire half-day increment. However, an educator who fails to work part of a scheduled increment for unacceptable reasons shall be charged leave or AWOL for the entire increment.

020306. Daylight Savings Time

A. Civilian employees working on a tour of duty when daylight saving time goes into effect are credited with the actual number of hours worked on the tour of duty. The hour lost as a result of the change is charged to annual leave, compensatory time used, credit hour used, or leave without pay, whichever is applicable with the employee's request. Employees may be allowed to work 1 hour beyond the end of their shift.

B. Civilian employees working on a tour of duty when standard time goes into effect are credited with the actual number of hours worked. Any time worked in excess of 8 hours, or the regular tour of duty hours, shall be paid as overtime and/or compensatory time earned or recorded as credit hours.

020307. Recording Clock. A recording clock may not be used to record time of an employee of an executive department in the District of Columbia. See 5 U.S.C. 6106 (reference (b)).

0204 TIME AND ATTENDANCE CERTIFICATION

020401. Controls. The certification of time and attendance is an authorization for the expenditure of government funds. Each employee's time and attendance report shall be certified correct by the employee's supervisor, acting supervisor, or other designated representative authorized to act as an alternate certifier at the end of the pay period. Certification ordinarily shall not be made earlier than the last workday of a pay period. In some circumstances (such as when a legal holiday falls on a Friday or Monday), it is not practical to operate without an early cutoff. In such cases, additional controls, which shall be demonstrated in the system design, shall be in place

and operating. These controls shall ensure that any change in attendance or absence certified by a supervisor that occurs after the cutoff date either is identified and reported before pay computation or is reported for the next pay computation. The employee may initial the corrected entry(ies) or submit an OPM Form 71 for such absence, as appropriate.

020402. **Responsibility.** All time and attendance reports and other supporting documents shall be reviewed and approved by a designated approving official. This official shall be aware of his or her responsibilities for ensuring accuracy of the reports and shall have knowledge of the time worked and absence of employees for whom approval is given.

A. Certification of time and attendance documents shall be based on (1) knowledge from personal observation, work output, timekeeper verification, (2) checking data against other independent sources (such as validating starting and ending times of work using sign-in and sign-out sheets or time clock entries), (3) reliance on other internal controls, or (4) a combination of controls. Approving officials shall have a reasonable basis for relying on systems of internal control to ensure accuracy and legal compliance when they do not have positive, personal knowledge of the presence and absence of, or other information concerning, employees whose time and attendance documents are being approved. This basis shall involve periodic testing of internal controls to ensure that they are working as intended.

B. Approvals shall be made individually for each employee, and a handwritten or automated signature shall be provided for each time and attendance report.

C. A single supervisory signature for a multiple employee report may be made to approve the information recorded for all employees listed on the report. There are three prerequisites for a single signature:

1. The data elements itemized in paragraph 020205 of this chapter shall appear on the report for each employee listed on the report;

2. Supporting documents required for the information on the report shall be reviewed by the supervisor; and

3. The supervisor shall initial or sign each page of the report and also either shall sign the last page of the report or enter an approval code into an automated system.

D. For computerized ("paperless") time and attendance systems in which time and attendance data are contained in a computer file and displayed on a terminal, a single automated code may be entered by the supervisor to approve the information contained in the file provided that the data elements itemized in paragraph 020205 of this chapter are contained in the file. The supervisor, prior to approving time and attendance data, shall review supporting documents or computerized files. A record of changes made to a file, once approved by someone other than the original approving official, shall be generated and sent either to the original approving official or a designated person other than the one who made the changes.

020403. Delay. Certification of the time and attendance report may not be delayed for the purpose of obtaining the employee's initials or signature for leave when the employee is not available. Rather, the employee shall submit a confirming OPM Form 71 upon return to duty.

★ 020404. Maintenance by Employee

A. Situations in which employees may maintain their own official time and attendance are as follows:

1. The employee is the timekeeper,
2. Employees work flexible hours outside the hours of the timekeeper and supervisor,
3. An employee is working alone at a remote site,
4. Employees are based at the same location as their supervisors and timekeepers but are frequently away during working hours, and
5. The employing organization determines that individual timekeeping by all employees is warranted. The employing organization shall maintain documentation demonstrating that the time and attendance reporting system has sufficient capacity and internal controls to ensure timely and accurate recording of time and attendance by these individual employees.

B. To provide reasonable assurance that employees are working when scheduled, supervisors shall take reasonable measures, such as occasional telephone calls during the times they are scheduled to work, or an assessment of the reasonableness of output for the time spent, to determine the accuracy of time and attendance records submitted by individuals who maintain their own time and attendance. The supervisor and/or approving official is responsible for the accuracy of the time and attendance data submitted by the individual.

020405. Prior Approval. When it is not practical for the supervisor to approve a time and attendance record prior to the receipt of supporting documents, the employee may be paid and a subsequent review performed of the documents by the supervisor.

020406. Exceptions. Exceptions to the general prohibition of employees approving their own time and attendance recordings are intended to apply only when it is not feasible for employees described to have their time and attendance report approved by a supervisor. In such instances, the Component head or designee shall grant an official authorization in writing. These exceptions are:

- A. An employee working alone at a remote site for long periods;

B. Employees are based at, but frequently away from, the location of their supervisors and timekeepers during working hours; and

C. The employee is head of an organization within an agency that has no supervisor on site.

0205 TIME AND ATTENDANCE REPORTING

020501. Methods. Time and attendance (T&A) data shall be transmitted to the payroll system, as required, by using positive (100 percent) reporting or exception reporting. Under positive reporting, all T&A data are reported to the payroll system for each employee. Under exception reporting, only exceptions to the employee's scheduled tour of duty are reported to the payroll system. (NOTE: The appropriate function key must be pressed to denote that all exceptions have been reported) When reporting to the payroll system by source data automation (SDA), positive reporting shall be required for each employee.

020502. Controls. Regardless of the reporting method, the controls shall ensure that all required T&A information, including current period corrections and prior period adjustments, are properly reviewed and approved by an authorized official and reported in a timely and accurate manner.

020503. Generation of a Charge to Annual Leave. If any required T&A data are missing for an employee, the civilian payroll system shall generate a charge against the employee's annual leave balance. (NOTE: T&A data are considered missing if (a) under positive reporting, time has not been reported for the employee's entire scheduled tour of duty; or (b) under exception reporting, the appropriate function key has not been pressed to denote that all exceptions have been reported.) If the annual leave balance is not sufficient to support the employee's regularly scheduled tour of duty, the remainder shall be charged as shown in Table 5-2 of this volume. The employee's pay and leave record will be corrected upon submission of the certified time and attendance data.

020504. Source Data Automation (SDA) Systems. Refer to section 0209, below, for information on SDA systems.

0206 ADJUSTMENTS AND CORRECTIONS

020601. Current Period Corrections. Timekeepers shall correct errors in data as discussed in subparagraph 020102.C.3.b of this chapter.

020602. Prior Period Adjustments. If the time and attendance for the current pay period has been processed and a change is required, then the supervisor shall certify adjusted time and attendance data for input to the payroll system or transmittal to the civilian payroll office via the CSR. The adjustment will be processed promptly in the employee's pay and/or leave record no later than the pay period following receipt for on-line adjustments.

020603. Electronic Corrections. Electronic corrections for current period corrections and prior period adjustments shall be made in accordance with the payroll system's user manual.

0207 RETENTION OF RECORDS

020701. Storage Location. Employing activities shall establish a uniform practice to be followed as to the locations at which the time and attendance reports and related supporting documentation are to be maintained. Time and attendance reports, together with approved applications for leave, overtime approvals, military orders, jury duty certification, etc., may be retained at the timekeepers' offices, or sent to a designated storage location.

020702. Internal Controls. Sufficient internal controls shall be established to prevent unauthorized changes to completed time and attendance reports, regardless of where they are retained.

★ 020703. Retention Period. Time and attendance reports and all other payroll records shall be kept in accordance with records retention requirements as explained in the General Records Schedule 2 (reference (g)). This schedule requires time and attendance reports and other supporting documents to be kept available for audit, or for 6 years, whichever occurs first.

0208 LABOR DISTRIBUTION

020801. Interface with Cost Accounting Systems. Civilian payroll systems shall interface with cost accounting systems, if established, to ensure payroll labor costs are distributed and charged to appropriate cost centers. Organizations that operate a formal cost accounting system shall ensure that costs are reconciled to the labor distribution processes no less frequently than once a month.

0209 SOURCE DATA AUTOMATION (SDA) SYSTEMS

020901. Requirements. The requirements for obtaining approval to use a SDA system are:

A. The SDA system shall not cause the need for, or lead to the development of, a new interface to an existing legacy accounting system.

B. The SDA system shall provide time and attendance data to DCPS in a timely manner each pay period.

C. The SDA system shall have the capability to receive data from or transmit data to more than one DCPS civilian payroll office.

D. Only one SDA system process shall be approved per major claimant/major command/Defense activity. Employees not using the SDA system must use the DCPS on-line time and attendance input system.

E. The SDA system shall have the capability to support supervisory electronic certification of time and attendance, even if the major claimant/major command/Defense activity does not use this capability.

F. The SDA system shall provide positive acknowledgment of accurate time and attendance prior to payroll processing.

G. Standard DCPS time and attendance codes shall be used with the SDA system software application.

H. The SDA system shall support at least 1,000 employees.

I. Use of the SDA system shall eliminate any need for dual reporting of time and attendance and labor cost data.

020902. SDA System Owner Responsibilities. The owner of the SDA system is responsible for:

A. Maintaining the SDA system software in accordance with DCPS interface specifications.

B. Any Federal Managers' Financial Integrity Act requirement pertaining to the SDA system.

020903. Approval. A request for SDA system approval shall be routed through the Component's chain of command to the Service or Agency Headquarters. If the Service or Agency approves, the request is forwarded to DFAS-HQ for final approval. After approval, the requesting Component may contact the Technology Services Organization in Pensacola, Florida, to obtain a test schedule and procedures.

Manager and Administrative POC Guide to Avoid Pay Problems for Army Civilians

Check for updates to this document at: <http://cpol.army.mil/library/benefits/payroll.html>

Action	Description
<p>1. <u>Ensure RPAs are submitted in a timely manner</u></p>	<p>1. Initiate Request for Personnel Actions (RPAs) no later than 30 days prior to the effective date of the action.</p> <p>2. Monitor U.S. Army Civilian Personnel On-line Helpdesk Suspenses weekly to ensure that time limited actions impacting pay have been submitted within at least 30 days prior to the transaction effective date. Path in Helpdesk to the referenced tickets: <i>Ticket Options="Suspense"</i> <i>Group Options="Ticket Sub Type"</i> <i>Choose <Search></i> See list below for specific Suspense issues to monitor a) Appointment Expires b) LWOP Expires c) Temp Promotion Expires d) Temporary Reassignment Expires</p> <p>3. When applicable, initiate RPAs based on the above suspense items. RPAs should be initiated no later than 30 days prior to the NTE date of the action a) "Appointment Expires" suspense tickets should have an extension of appointment RPA or Separation RPA initiated if appropriate. If the appointment is not extended, a termination action will be automatically generated in the Defense Civilian Personnel Data System suspense routine. b) "Leave without Pay (LWOP) Expires" suspense tickets should have an Extension of LWOP, a Return to Duty RPA, or Separation RPA initiated. Note: A RPA is required because the automated system does not generate the appropriate transaction when the expiration date is reached. c) "Temporary Promotion Expires" suspense tickets should have either an extension to the temporary promotion or a Change to Lower Grade RPA initiated. Note: A RPA is required because the automated system does not automatically generate at the end of the temporary promotion. d) "Temporary Reassignment Expires" suspense tickets should have either an extension or Termination of</p>

	<p>Temporary Reassignment RPA initiated. Upon termination of a temporary reassignment that authorized foreign entitlements, inform the employee to submit their final Foreign Allowances Application, Grant and Report (SF1190) to avoid overpayment.</p> <p>4. a) Initiate separation RPAs when employees leave to accept a position in an organization serviced by a different (non-Army) personnel office to ensure that the employee's leave is transferred accurately to the new payroll office. <u>NOTE: Separation RPAs are not required for placement within Army.</u></p> <p>b) For <u>transfers to another agency</u>, provide information on the gaining agency and that agency's POC to the CPOC. Note: the transferring employee should provide this to the manager.</p> <p>5. Educate and encourage employees to submit information on separations in a timely manner. Resignations should be submitted 30 days prior to the separation date. Retiring employees should submit a RPA and retirement package 90-120 days prior to the effective date.</p> <p>6. Educate and encourage employees to submit information on leave without pay and return to duty actions as quickly as possible.</p>
<p><u>2. Comply with all CPOC issued effective dates and ensure employee submitted effective dates are accurate</u></p>	<p>1. <u>Actions not requested by the employee (e.g. appointments, promotions, reassignments):</u> All effective dates are set by the Civilian Personnel Operations Center (CPOC). Do not inform the employee of any effective dates for personnel actions without the approval of the CPOC. Note: if an employee starts working before the official entrance on duty date or continues working after an official termination effective date, the employee may be eligible for a salary payment but can lose their benefits for the period worked without an approved personnel action. This payment is called a DeFacto payment.</p> <p>2. <u>Actions requested by the employee (e.g., Resignation, Leave Without Pay; Return to Duty):</u> Ensure that the effective date submitted on RPA is accurate and matches the date used to record time and attendance. Contact the CPOC POC immediately if any change in the date occurs.</p>
<p><u>3. Coordinate DeFacto payment requests</u></p>	<p>See #2 above for definition. DeFacto service should be avoided; however, if a DeFacto payment is required,</p>

	coordinate the request with the CPAC and, if necessary the CPOC to ensure that the cause of the DeFacto payment is identified and avoided in future situations.
<u>4. Encourage LES review via myPay</u>	The Leave and Earning Statement (LES) on myPay is normally available to the employee the Friday before the hardcopy is received. Encourage employees to check their LES as soon as possible to help identify and resolve pay problems quickly. Link to myPay https://mypay.dfas.mil
<u>5. Certify timecards in a timely manner</u>	<ol style="list-style-type: none"> 1. Ensure that timecards are correct and certified based on established suspenses and as early as possible. 2. Understand the supervisory responsibilities as outlined in DoDFMR 7000.14R, Volume 8 3. Ensure that timekeepers maintain timecards IAW regulation.
<u>6. Ensure that timekeepers resolve timekeeping issues</u>	<ol style="list-style-type: none"> 1. Ensure that timekeepers resolve all problems from timekeeping discrepancy reports. 2. Ensure that timekeepers coordinate the use of the "pending separation" code (coding a "P" in the work schedule for those employees who are no longer being paid from the organization) with the Customer Service Representative. Note: the pending separation date to be used by the timekeeper must be the same as that used by personnel. The timekeeper should not input a "P" code reflecting the date the employee last worked, unless that is also the official effective date of the personnel action removing the employee. This action requires close coordination with the CSR.
<u>7. Report pay problems to CPAC or CSR</u>	Ensure that pay problems reported to you are reported for resolution and resolved by the responsible point of contact. (See Decision Logic Table to Report Pay Problems for where to report each type of issue.)
<u>8. Provide CSR and timekeeper information to employee</u>	Ensure that new employees are informed of the name, location, phone number and e-mail address of their Customer Service Representative and timekeeper.
<u>9. Guide employees on reporting pay problems</u>	When a pay problem is identified, assist the employee in reporting the problem to the appropriate POC using the Decision Logic Table to Report Pay Problems.
<u>10. Request bi-weekly pay cap waiver timely, if applicable</u>	1. Submit a timely request for waiver of the bi-weekly pay cap if the employee is performing work critical to the agency (5 CFR 550.106(b)). This request should be forwarded to the CSR for submission via Imaging or ARS Remedy.

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	<p>2. Submit the termination of the waiver of the bi-weekly pay cap once the employee is no longer performing the work critical to the agency (5 CFR 550.106(b)). The termination notice should be forwarded to the CSR for submission to DFAS via Imaging or ARS Remedy.</p>
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